

APPROVED

June 3, 2003

Michigan State Administrative Board

Lansing, Michigan

May 20, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, May 20, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor
Patrick Isom, Assistant Attorney, representing Mike Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Absent: Thomas D. Watkins, Superintendent of Public Instruction

Others Present:

Wes VanMalsen, Department of Career Development; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Randy Knapp, Pam Lavender, Darby Schlagheck, Department of Transportation; Joseph Fielek, Department of Treasury; Jim Bliss, Dickinson, Wright PLLC;

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Rossi moved the minutes of the State Administrative Board for the meeting of May 6, 2003 be approved as distributed. Ms. MacDowell supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

Mr. Pavona moved to accept the 2002 SECC Report and approve the corrected Report of the Transportation and Natural Resources Committee meeting of April 30, 2003. Ms. MacDowell supported the motion, and it was unanimously adopted.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Retention and Disposal Schedule (s):

Department of Consumer & Industry Services,
Liquor Control Commission Division, 1/7/2003
Office of Health Services, Complaint and Allegation Division,
3/20/03

Department of History, Arts & Libraries, Office of the State Archaeologist,
3/18/2003

Department of Management & Budget,
Acquisition Services,
Logistics,
Materials Management, 2/19/2003
State and Federal Surplus, 2/19/03
Transportation Services, 2/19/03
Purchasing, 3/25/03
Fiscal Management Division, 12/10/2002

Department of State, Director's Office, 1/6/2003

Mr. Pavona moved the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Mr. Hank and unanimously adopted.

7. **REPORTS AND RECOMMENDATIONS OF COMMITTEES:**
 (Please see the following pages)

- - - - -

Ms. MacDowell presented the Finance and Claims Committee Reports covering the regular meeting held May 13, 2003 and the special meeting held May 20, 2003. After presentation and review of the forgoing Committee Reports, Ms. MacDowell moved that the regular Finance and Claims Committee Report of May 13, 2003 and the special Finance and Claims Committee Report of May 20, 2003 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

- - - - -

Ms. MacDowell presented the Building Committee Report covering the regular meeting held May 14, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of May 14, 2003 be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

- - - - -

Mr. Pavona presented the Transportation and Natural Resources Committee Reports for the regular meeting of May 14, 2003 and the special meeting of May 20, 2003. After review of the forgoing Transportation and Natural Resources Committee Reports, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held May 14, 2003 be approved and adopted with the withdrawal of Item 63 at the State Administrative Board meeting of May 20, 2003, and the Transportation and Natural Resources Committee Report covering the special meeting held May 20, 2003 be approved and adopted. Supported by Ms. MacDowell, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved that the meeting be adjourned. Supported by Mr. Hank, the motion was unanimously adopted. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON